

The Globe Primary School

JOB DESCRIPTION

Teaching Assistant

Grade 3.11-3.13

Teaching Assistants may occasionally be requested to negotiate or work extra hours to accompany outings, or support special events.

Job Purpose

To work under the instruction/guidance of teaching/senior staff to:

- Undertake work/care/support programmes, to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom.
- Within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom - this will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Main Duties and Responsibilities: The postholder will be required to exercise his/her skills and judgement to carry out the duties and responsibilities set out below:

Support for Pupils

- Support pupils' development and promote independence in a safe, secure, challenging environment, employing strategies to recognise and reward achievement of self-reliance, in line with school policy.
- Support the learning of individuals and groups of pupils as identified in weekly curriculum planning and plans for specific group work.
- Determine the need for, prepare and maintain general equipment and resources.
- Support children undertaking tasks and activities directed by the teacher within the classroom situation, or in small withdrawal groups, in a location suitable for the purpose of the work to be undertaken.
- Act as a role model, setting high expectations.
- Focus on individual pupils to ensure their needs are being met within the group.
- Encourage pupils to interact and work cooperatively with others.
- Observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Deal with children who soil or wet themselves or who are sick. Clean them and, after consulting with Headteacher or Deputy/Assistant Headteacher, inform their parents of their condition and arrange whenever possible and necessary for their collection from school.
- Meet the physical/medical needs of children who are unwell or according to a pupil's individual health care plan, whilst encouraging independence wherever possible. Maintain the accidents record book.
- Refer any child needing first aid treatment to the relevant first aid trained adult within the school at the time. This may require accompanying the child to hospital.
- Support new children in their induction.

Support for Teachers

- Inform teachers if they cannot maintain the timetable for any reason.
- Liaise with teachers regarding the daily/weekly programme of activities and events.
- Work with other staff delivering Individual Education as appropriate.
- Assist in the general preparation and tidying, both in and out of the classroom. To set out, prepare, use and clean equipment both in and out of the classroom.
- Gather information from parents/carers as requested.

- Be aware of pupil problems/progress/achievements and report to the class teacher as agreed. This includes reporting emotional or social problems to the class teacher or Headteacher as a result of a domestic situation, if it becomes known to them, and they feel that the former may be unaware of the situation.
- Observe, record and support the development and progress of pupils and to feed back to class teacher in relation to children's progress and achievement.
- Provide clerical support, e.g. photocopying, filing, collecting monies for trips or activities, construction and making of booklets etc under the direction of the class teacher and/or Headteacher.
- Accompany staff and pupils on school outings as and when required to do so.
- Support the class teacher in the induction of new parents and parents working in school.

Support for the School

- Promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Attend appropriate staff meetings as required.
- Assist with the general supervision of pupils during breaktimes and/or when required.
- Work as a member of the staff team in all relevant activities to develop the school.
- Ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school.
- Be aware of all Health & Safety issues.
- Treat all information relating to a pupil as strictly confidential and refer all enquiries, other than from a professional, to the Headteacher.
- Be a proactive member of the school and class team.
- Attend relevant professional development to update knowledge.
- Help throughout the school with general tidiness in all areas.
- Report any potentially dangerous conditions around the school to the Headteacher.

General

- Undertake all other such reasonable duties appropriate to the job purpose shown above, such as may be delegated and required by the Headteacher.